Student Project Plan

Reviewing Stage (Close the Project)

The final stage of a project is the opportunity to complete the work, review and assess the end product, and make your delivery to internal or external stakeholders.

A. Developing a Presentation

As you develop a presentation, you need to consider the goal of the presentation. Are you interested in informing your audience on *how* you did the project, or is your focus more on presenting only the *results* and end product? Or is it a little of both? Once you determine your goal, you will be able to write your presentation toward that goal.

1. What is the goal of your presentation?
2. Based on your goal, what are the three to five key points you need to cover and in what order?

| Order | Point to Cover |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Your presentation roles will depend on the type of project and the size of your team. If you have a very large team, you may want to break the presentation into several parts, and assign each part to a sub-group of the team. Or, you could organize the presentation with some people creating the visual materials, others doing the talking and yet others supporting in different ways.

1. How will you assign the roles for your presentation?
2. Build out an outline for each of the key points above.
3. Assign each team member to the portions of the outline they will be covering.

| Team Member | Outline Points to Cover | Role(s) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Working from the master inventory list, make a list of items that you will include in your presentation, and for which part of the presentation they will be used. Are there other items not on the master inventory list that you might also include?

| Item | Use with which outline points? |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

B. Individual Reflection

Working individually, each team member should consider the following questions and record their thoughts.

* What did you like most about the project?
* What do you think you did well in the project?
* Did you meet your learning goals for the project?
* What were some challenges?
* How did you overcome the challenges?
* How did your group work together?
* What did you contribute to the project?
* What were the most important lessons learned?
* What would you do differently next time?

C. Documentation

Your final **Student Project Plan**, all of your presentation materials, and any other items from the master inventory are your final documentation of the project. Make sure it is all organized in a project portfolio. Use the **Project Rubric** to self-assess your work.